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# ROBIN J. VOS

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SPEAKER OF THE WISCONSIN STATE ASSEMBLY

TO: All members of the Assembly

FROM: Assembly Speaker Robin Vos

DATE: February 14, 2019

RE: 2019-2020 Policy Memo

In accordance with Assembly policy, the total Assembly office account allowance for each representative's office is \$20,000.00 for the 2019-2020 session. This amount is used for operational expenses such as but not limited to postage, printing, communication costs, pre-approved travel, etc. Office accounts are not allowed to exceed the \$20,000.00 allotment. Negative balances will not be permitted.

Per Diem allotment will be paid up to \$162.00 for overnight stays and up to \$81.00 for non-overnight days when conducting legislative business at the State Capitol. Dane County members are authorized up to \$81.00 per day when conducting legislative business at the State Capitol. The maximum number of per diem days that can be claimed in 2019 is 153 days.

Per Diem travel will not be paid for more than two round trips per week. If claiming an overnight stay, per diem travel will not be paid for more than one trip per week. Travel is \$0.51 per mile. This provision does not apply to members who reside in Dane County.

Legislators who live between 500 and 600 miles round trip and fly to the State Capitol to attend session or an Assembly committee meeting will be reimbursed for the ticket up to the cost of the mileage for a round trip had the legislator driven.

Each representative will be allowed to take one out-of-state trip per year from their office account: one trip in 2019 and one trip in 2020.

Economy Class roundtrip airfare for out-of-state trips will be reimbursed up to \$500.00 per ticket and hotel will be reimbursed up to \$250.00 per night. Exceptions to these amounts must be pre-approved by the Assembly speaker.

Travel and media approval for the minority party must first be approved by the Assembly minority leader and then by the Assembly speaker. All approvals and reimbursements should be done through the Reimburse program.

All Assembly travel must be pre-approved by the Assembly speaker in the Reimburse program or it will not be paid.

Each standing committee (excluding Legislative Council study committees) may travel in-state once per session if it is clear that doing so will benefit all committee members. This policy exempts the Joint Finance Committee and any special speaker task force committees. Each request must be pre-approved by the Assembly speaker through the Reimburse program. Committee chairperson approval will cover all members of the committee.

Cost for mileage, meals, room reservation for the hearing and overnight hotel costs (if necessary) are an out-of-office account deduction for each member of the committee and the committee clerk.

In addition to receiving reimbursement from the state for travel and attending conferences for related state activities, legislators may also be able to accept scholarships, including food, drink, travel and lodging in connection with a conference or seminar, with the approval of the Assembly speaker.

Several groups or associations regularly invite state legislators to conferences or seminars for the primary benefit of the state for the purpose of issue education and discussion, policy analysis, and sharing experiences from fellow legislators and experts throughout the country. Because of the established nature of these groups and the recurring nature of these events, the speaker has given prior approval for scholarships accepted in connection with a conference or seminar hosted by any of the following: National Conference of State Legislators (NCSL), American Legislative Exchange Council (ALEC), Council of State Governments (CSG), State Legislative Leaders Foundation (SLLF), National Black Caucus of State Legislators (NBCSL), National Foundation for Women Legislators (NFWL), National Association of Latino Elected and Appointed Officials (NALEO), National Caucus of Environmental Legislators (NCEL), and Wisconsin Women in Government.

Legislators wishing to accept a scholarship, food, drink, lodging or transportation in connection with a conference or seminar not hosted by groups on this list must receive prior approval from the Assembly speaker, as required by law. As part of this approval, a legislator must demonstrate that the scholarship is received "on behalf of the state of Wisconsin and primarily for the benefit of the state and not primarily for private benefit of the official or any other person".

It is against Assembly policy and in violation of previous Wisconsin Ethics Commission rulings for an office to use campaign funds to pay for any of the costs toward a legislative newsletter.

Costs for Assembly staff mileage (in-district, in-state and committee) is \$0.51. This is an office account deduction.